AQMUN

Amman-Al Quds Model United Nations

نموذج الأمم المتحدة لعمان والقدس

The Amman-Al Quds Model United Nations Debate Guide

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Chapter I | General Introduction

I.I | Model United Nations

Model United Nations (MUN) is an academic simulation of the United Nations where students serve as representatives of countries or organizations. Throughout the conference, they engage in lobbying and debate, assuming the role of delegates to propose detailed solutions to real-world issues based on their assigned nation's domestic and foreign policies. Through this process, MUN helps students gain a deeper understanding of diplomacy, politics, and international relations.

I.II | Amman-Al Quds Model United Nations

The Amman-Al Quds Model United Nations (AQMUN) Association was founded in November 2024 with a bold vision: to create a space where youth from Jordan and Palestine could come together to explore diplomacy, global issues, and leadership. With the support of dedicated students and mentors, AQMUN was launched as a student-led initiative aiming to introduce a new standard of excellence and inclusivity in the MUN world. Driven by the desire to empower young minds and amplify regional voices, the founders committed themselves to bringing this experience to life — not just as a conference, but as a movement that fosters critical thinking, awareness, and collaboration across communities.

I.III | Why Model United Nations Matters

Model United Nations (MUN) is more than a simulation — it's a transformative educational experience that empowers students to think critically, speak confidently, and collaborate globally. By stepping into the role of delegates, participants gain a deeper understanding of international relations, global challenges, and the complexities of diplomacy. MUN fosters skills that extend far beyond the committee room: public speaking, research, negotiation, and empathy. Most importantly, it cultivates a generation of youth who are informed, engaged, and ready to take initiative in shaping a more just and peaceful world.

Chapter II | Student Roles

AQMUN Conferences follow a specific conference structure in which it requires a comprehensive approach to ensure academic integrity, operational efficiency, and a consistent delegate experience across all simulations.

II.I | Leadership Team

This team is responsible for conference oversight, procedural enforcement, and final decisions on academic and conference-related administrative matters, composed of:

1. Secretariat Office:
    a. **Secretary General**
    b. **Deputy Secretary Generals**
2. Conference Office
    a. **Heads of Conference**
    b. **Deputy Heads of Conference**
3. Debate Office
    a. **Heads of Debate**
    b. **Deputy Heads of Debate**

II.II | Organizing Team

Tasked with logistical and operational delivery of the conference, the Organizing Team is composed of the following departments:

1. **Strategic Operations –** Oversees the combined functions of logistics, finance, and international affairs to ensure seamless execution of all operational aspects of the conference.
    a. Logistics Division – Manages venue setup, materials, transportation, and on-site coordination.

   b. Finance Division – Handles budgeting, payments, sponsorships, and financial reporting.
   c. International Affairs Division – Coordinates external school relations, delegations, and institutional outreach.
2. **Information and Technology Department** - Maintains digital systems, registration platforms, and technical support.
3. **Crisis Department** - Designs and executes crisis scenarios, directives, and real-time updates for applicable committees.
4. **Training Department** - Provides procedural instruction and academic preparation for delegates and chairs as well as training workshops.
5. **Staff & Security Department** - Assigns admin staff and ensures safety and orderly conduct throughout the event.
6. **Press & Media Department** - Covers the conference through photography, newsletters, and public relations materials.

II.III | Student Officers

Also known as "Chairing Panel members", student officers are selected based on their experience, neutrality, and familiarity with MUN, and are tasked with facilitating committee sessions and maintaining academic discipline. Student officer roles include:

1. **President**
2. **Deputy President**
3. **Chair** – Minimum of 1 and up to 3 chairs per committee depending committee size

Duties of Student Officers include:

1. Officially open and adjourn each committee session.
2. Conduct Roll Call at the beginning of each session and after any formal recess to verify attendance and maintain quorum.
3. Administer all voting procedures and ensure results are accurately recorded.

Student Officers preside over debate by:

1. Allocating the right to speak
2. Recognizing and ruling on points and motions
3. Announcing decisions of the Chairing Panel
4. Introducing and moderating the discussion of amendments
5. Resolving procedural disputes
6. Enforcing full adherence to the AQMUN Rules of Procedure

Student Officers may entertain their right of authority to:

1. Extend or reduce debate time or individual speaking time when deemed necessary.
2. Limit the number of Points of Information directed to a speaker.
3. Overrule out-of-order or inapplicable motions and points.
4. Suspend the passing of notes if it obstructs the flow of debate.
5. Issue formal warnings to delegates in breach of decorum and suspend those who repeatedly disrupt proceedings.
6. Proactively call upon delegates to take the floor.

II.IV | Delegates

Delegates are the core participants of the simulation, representing Member States or observer entities, and are expected to uphold the highest standards of preparation, diplomacy, and decorum. AQMUN Conference include 2 characterisations of delegates:

1. **Ambassador Delegate**: Representative of a country with a primary stake in the agenda and are given the opportunity to deliver a structured policy speech during the Prehand Debate Phase to outline their national position. While Ambassador Delegates are given the opportunity to present formal policy statements, this designation does not provide any procedural advantage or guarantee award consideration, all delegates are evaluated equally based on performance, not title.

2. **Standard Delegate**: represent their assigned countries or entities and actively participate in all stages of debate, including drafting resolutions, submitting amendments, and engaging in negotiations.

Entrusted with specific responsibilities and rights, all delegates must:

1. Represent and defend their assigned country's or entity's current official stance throughout all phases of the conference.
2. Conduct thorough research on their assigned country or organization and the agenda items of their respective forum.
3. Use formal and diplomatic language in both written and spoken contributions.
4. Speak only when recognized by the Chair and must stand when delivering speeches.
5. Respect the authority of Student Officers, the Secretariat, Administrative Staff, and all fellow delegates.
6. Dress in formal Western business attire in accordance with AQMUN's official dress code.
7. Delegates must also follow the internal chain of command. If a delegate encounters an issue, they must first inform their presiding Chair. If the matter requires escalation, the Chair will notify the President or Deputy President, who may then consult with the Leadership Team.

All delegates, regardless of designation, hold the right to:

1. Vote on all procedural and substantive matters.
2. Submit draft resolutions, amendments, and official documents.
3. Raise motions and points in accordance with the AQMUN Procedure.
4. Be recognized by the Chair to speak and participate in formal debate.

II.V | Staff and Security

The Administrative Staff and Security Officers play essential roles in upholding the procedural flow and professionalism of every AQMUN committee. They operate under the authority of the Chairing Panel and are expected to remain neutral, discreet, and efficient throughout the conference.

1. **Administrative Staff**:
    a. Regulating and screening note-passing between delegates.
    b. Delivering notes, documents, or amendments between delegates and the Chairing Panel.
    c. Assisting with vote counting and procedural documentation.
    d. Escorting delegates in and out of the committee room when necessary.
    e. Ensuring smooth transitions between sessions and maintaining accurate timekeeping.

2. **Security Officers** - responsible for maintaining order across the venue and enforcing access protocols, allowing for a safe and structured environment throughout the conference.
    a. Maintaining order across the venue and within committee areas.
    b. Enforcing access protocols and ensuring that only authorized individuals are present.
    c. Supporting the safety and structure of the overall conference environment.

Chapter III | Committees and Forums

A committee at AQMUN refers to a designated forum in which delegates represent countries, organizations, or entities to debate a specific agenda item through structured diplomatic discourse. Each committee simulates the workings of a real or hypothetical international body.

Forums represented at AQMUN are selected to reflect the international and regional challenges most relevant to the theme of each edition. These may include official United Nations bodies—such as the General Assembly Main Committees, the Security Council, ECOSOC, and specialized agencies—as well as Special Committees beyond the UN framework, such as the League of Arab States, INTERPOL, or Crisis Committees.

All committees at AQMUN follow the same standard procedure outlined in this handbook, unless explicitly provided with a committee-specific guide. This ensures procedural consistency across the conference while also allowing the necessary flexibility for forums that require customized formats, such as tribunals or dynamic simulations.

Agendas are based on current 21st-century international crises, real-world policy challenges, and global issues, unless a forum has been officially designated as a historic committee, in which case the agenda will reflect the historical context announced in advance.

By default, United Nations agencies and established forums are treated as standing committees. These bodies mirror real-world institutions with recurring mandates and are intended to offer continuity, depth, and a platform for sustained diplomatic engagement across editions.

Conversely, ad hoc committees—such as crisis bodies or international courts—are created to address specific events, legal cases, or scenarios that fall outside the scope of permanent UN structures. These temporary forums are dissolved upon fulfilling their purpose and often operate under flexible or scenario-driven rules. Any deviations from the standard AQMUN procedure will be communicated through official committee guides or published on the conference website.

Chapter IV | General Rules

IV.I | Scope of Implementation

Unless otherwise specified in a committee-specific guide, the general regulations described below apply to all committees, delegates, chairs, and staff during the course of the AQMUN conference. Any exceptions—such as modified rules for judicial bodies or language-specific forums—will be announced in advance.

IV.II | Conference Language

The official working language of AQMUN is English. All committee proceedings, speeches, draft documents, and note-passing must be conducted in formal English.

An exception applies to the League of Arab States, where Modern Standard Arabic is the designated working language.

- Delegates must refer to one another as “The Delegate of [Country Name]”.
- The Chairing Panel should be addressed as “Chair,” “Deputy Chair,” or “President”, as appropriate.

IV.III | Academic Integrity

AQMUN maintains zero tolerance for plagiarism. All contributions—speeches, draft resolutions, amendments—must be the product of each delegate’s own research and writing.

1. Generic and diplomatic phrases such as “Decides to remain actively seized of the matter” are allowed, but they must not dominate the resolution.
2. Delegates may collaborate during lobbying and clause drafting, but the final product must reflect original thought and mutual consent.
3. Any suspicion of copied material must be reported by the Chair to the Leadership Team. Confirmed cases may result in removal from awards or exclusion from the committee.

IV.IV | Note-Passing Protocol

Note passing is permitted during sessions and facilitated by Administrative Staff to ensure minimal disruption. Delegates may pass notes within their forum, including to and from the dais, as long as the following rules are respected:

1. Notes must be written in English, except in the Arab League where Arabic is acceptable.
2. They must be relevant to the committee's work; personal or off-topic notes are inappropriate.
3. If misused, the Chair holds the authority to suspend note passing for the remainder of the session or day.

IV.V | Dress Code

AQMUN maintains a strict formal dress code to reflect the professionalism and diplomatic nature of the Model United Nations environment. All participants are required to wear Western formal business attire throughout the duration of the conference.

For male delegates:

- Business suits, buttoned shirts, and ties are mandatory.
- Formal dress shoes must be worn. Sneakers, sandals, or casual footwear are not permitted.

For female delegates:

- Business suits, professional dresses, or blouses paired with skirts or dress pants are required.
- Skirts and dresses must be of modest length (at or below the knee).
- Closed-toe or formal shoes are expected. Casual shoes, sneakers, and excessively high heels are discouraged.
- Flashy, casual, or revealing clothing is not acceptable.

Failure to adhere to the dress code may result in a formal warning and may prevent the delegate from participating in sessions until appropriate attire is worn.

IV.VI | Policy on Electronic Devices

Electronic devices may not be used during formal debate unless authorized:

- Phones, tablets, and laptops must be turned off and stored away during speeches and voting.
- Devices are only permitted during lobbying sessions or at the discretion of the Chair for specific tasks.
- Delegates may not film, record, or take photographs during debate unless this has been explicitly authorized.
- Chairs are not permitted to personally confiscate personal belongings; any breach must be referred to the Staff & Security Team or Secretariat.
- Chairs may request the Leadership Team to allow the Staff & Security Team to confiscate Electronic Devices in the case where they are used for entertainment purposes.

IV.VII | Code of Conduct and Committee Behavior

Professional behavior is expected at all times. All participants—delegates, chairs, advisors, and staff—must uphold a standard of mutual respect and order. The following rules are in place to maintain decorum:

1. Eating and drinking (except water) is prohibited in committee rooms.
2. Delegates must not raise their placards unless prompted by the Chair.
3. Singing, joking, or theatrical disruptions during sessions are out of order and must be addressed immediately.
4. Delegates must refrain from using outdated or inappropriate terminology; terms such as “Third World” should be replaced with “developing countries” or “LEDCs.”
5. Smoking, vaping, and the possession of alcohol or illegal substances is strictly forbidden at all venues.
6. Violations will result in immediate action, including reporting to school supervisors and removal from the conference.

Chapter V | Terminology and Procedural Vocabulary

This chapter introduces the core terminology used throughout the AQMUN conference. Understanding and consistently applying these terms is essential for maintaining procedural order and ensuring a unified experience across all committees. All participants—including delegates and chairs—are expected to use these terms precisely and avoid informal or improvised alternatives during formal sessions. Misuse or deviation from approved terminology may result in procedural disruption and should be addressed by the Chairing Panel.

V.I | Quorum

Quorum refers to the minimum number of delegations required to be present in order for a committee session to officially begin. At AQMUN, quorum is established when two-thirds (⅔) of the registered members of the forum are in attendance. The Chairing Panel must confirm quorum before opening debate, accepting motions, or voting on resolutions. This ensures that committee decisions represent a valid and legitimate majority.

V.II | Roll Call

Roll call is conducted at the beginning of each session to confirm attendance. The Chairing Panel calls out each delegation, and delegates must respond with either:

- “Present”, indicating that they are present and may abstain during voting.
- “Present and voting”, indicating they are present and will not abstain from voting on resolutions.

Delegates who arrive late must inform the dais upon entry. If a delegation needs to temporarily leave the room, they must notify the Chair through a written note. At the conclusion of roll call, the dais should verify whether any delegations were missed and add them to the attendance record for future sessions.

V.III | Debate Types

AQMUN recognizes two primary forms of structured debate:

- Prehand Debate Phase:
  This phase takes place at the beginning of the conference and serves as an opportunity for delegates to outline their national policies, identify allies, and clarify their positions. Delegates deliver Opening Statements, and Ambassador Delegates, where applicable, are given priority to speak. No documents are submitted during this phase, and interventions should focus on setting the tone for negotiation.

- Lobbying and Merging Phase:
  Delegates form resolution blocs with others who share similar policies. During this stage, they draft, revise, and merge working papers into unified draft resolutions. Collaboration is encouraged, but all submitted documents must reflect authentic and original policy contributions. The Chairing Panel must review and approve drafts before they can be introduced formally.

- Formal Debate Phase:
  Once resolutions are accepted, committees move into clause-by-clause debate. Delegates may speak in favor or against specific clauses, raise Points of Information, and submit amendments. Debate is guided by the Chairing Panel, which manages speaking time and the sequence of interventions. Points and motions are allowed at appropriate moments, and the phase concludes with voting on the resolution or amendment under discussion.
    - Open Debate: allows delegates to speak either in favor or against a resolution. It is the standard debate format during most of the formal debate session.
    - Closed Debate: is specific to amendments. It is divided into two segments: speeches in favor of the amendment followed by speeches against it.

The Chairing Panel determines the appropriate format and duration for each segment of debate. Debate time must be balanced to allow fair representation of different views without delaying the committee's overall agenda.

V.IV | Yielding the Floor

The term "floor" refers to the right to speak before the committee. Once a delegate concludes their speech, they may:

- Yield the floor back to the Chair, ending their intervention.
- Yield the floor to another delegate, with the Chair's approval.

Delegates may not yield the floor more than once consecutively, and yielding to co-delegates in double delegations is not permitted unless they are recognized co-submitters of the resolution. Chairs should ensure that no single delegation dominates the debate through repeated yielding.

V.V | Resolutions

Resolutions are the principal tools through which delegates present solutions to the issues discussed in committee. A well-structured resolution should clearly identify the problem, establish relevant context, and propose practical and realistic solutions in line with the delegate's assigned national policy.

Delegates are encouraged to prepare draft clauses prior to the conference. During the Lobbying and Merging Phase, delegates collaborate with others who share similar positions to draft unified resolutions. Resolutions must be submitted to the Chairing Panel for review and formatting before being introduced to the floor for debate.

V.VI | Debate Timing

Debate time is allocated by the Chairing Panel following the reading of each resolution. The total time is determined based on the complexity of the resolution and the need for equitable speaking opportunities. Time allocation must also account for potential amendments, points, and motions, without causing significant delays to other agenda items.

V.VII | Points & Motions

In AQMUN procedure, points and motions are essential tools that allow delegates to interact with the Chairing Panel and guide the procedural direction of the debate. While points are used to clarify, raise procedural concerns, or communicate with the Chair, motions are employed to request structural adjustments in the flow of committee sessions.

All members of the Chairing Panel must be fully familiar with every point and motion permitted under the AQMUN Rules of Procedure. Delegates are expected to use these procedural tools appropriately and respectfully. Chairs must ensure that they are introduced, recognized, and handled with consistency across all committees.

Points

Points are non-substantive and may only be raised when relevant to the functioning or clarity of the session. A delegate wishing to raise a point must first seek recognition from the Chair. Once recognized, the Chair should state:

"There is a point of [name of point] on the floor. Will the delegate please rise and state their point."

The delegate must then stand, direct their statement clearly and formally to the Chair, and ensure that it reflects the purpose of the point. Under no circumstances may a delegate interrupt the committee to raise a point unless permitted by the Rules of Procedure (e.g., for audibility concerns).

If a delegate uses a point incorrectly or seems confused about its purpose, the Chair is encouraged to offer a brief and clear explanation so that all participants understand its correct application.

AQMUN Recognised Points:

Point of Personal Privilege

- Raised when a delegate experiences a physical discomfort that affects their ability to participate in the session (e.g., cannot hear the speaker).
- May interrupt a speaker only if it concerns audibility.
- May not refer to the content of debate.
- Not subject to objection.

Point of Order

- Used to call attention to a perceived procedural error by the Chair.
- Must refer to a recent occurrence.
- May not interrupt a speaker.
- Chairs may overrule if misused to disrupt debate.

Point of Information to the Speaker

- A question directed at the delegate who has the floor.
- Allowed only if the speaker has indicated willingness to receive POIs.
- Must be phrased respectfully.
- Follow-up questions may be permitted at the Chair's discretion.

Point of Information to the Chair

- Used to request clarification from the Chair.
- Must be brief, factual, and relevant to the content or procedure.
- May not interrupt a speaker.

Point of Parliamentary Inquiry

- A procedural question addressed to the Chair regarding rules of procedure.
- May not interrupt a speaker.
- Must be clearly procedural in nature.

Notes:

- It is not permitted for delegates to make their own points. If they have a request that is not covered by the main points, they should submit it via the admin staff on a note paper, and the chair will handle it appropriately. Delegates usually phrase things slightly differently; in this situation, the chair should explain the point in its proper context instead of overruling it.

- If the delegate refers to a public opinion, then public excuses/apologies will not be entertained. Example: “The United States of America is a dictatorship.”

- Delegates who directly insult the person representing a delegation must apologise. If the chair is unsure whether a specific statement is considered an insult or not, the chair should ask the delegate to maintain a parliamentary tone while on the podium.

- Only delegates who insult other delegates personally should apologise. The apology should not be done publicly on the podium as it might cause unwanted commotion in the house. Instead, the chair should talk to the delegate privately or ask that they send a written apology.

Motions

Motions are formal requests made to the Chairing Panel to propose a procedural change—such as altering debate time, introducing an amendment, or moving into voting. Motions must be raised only after all pending points have been addressed, and they may never interrupt a speaker.

When a delegate wishes to raise a motion, they must be recognized by the Chair. The Chair should then announce:

"There is a motion to [state the motion] on the floor. Will the delegate please rise and state their motion."

The delegate must stand, state their motion clearly and respectfully, and may elaborate briefly if clarification is needed. All motions are addressed solely to the Chair and not to other delegates. If the Chair finds the motion inappropriate, premature, or disruptive, it may be ruled out of order.

In cases where a motion is raised incorrectly or without full understanding of its function, the Chair may take a moment to explain it aloud to the committee. This practice promotes transparency, encourages procedural learning, and reduces repeated disruptions.

AQMUN Recognised Motions:

Motion to Move to the Previous Question

- Requests an end to debate on the current resolution or amendment and moves the committee directly into voting procedure.
- Is debatable – requires a second.
- Cannot interrupt a speaker.
- Maybe subject to Chair discretion.
- Objections and brief justification may be entertained.

Motion to Adjourn Debate

- Requests the temporary suspension of debate on a resolution.
- Is debatable – requires a second.
- Requires a simple majority to pass.
- If passed, the resolution may only be reconsidered (in case it was requested) after all others have been addressed and a two-thirds majority supports reopening it.

Motion to Reconsider a Resolution

- Requests re-debate and re-vote on a previously discussed resolution.
- Is not debatable – voting to take place immediately.
- Requires a two-thirds majority.

Motion to Refer a Resolution to Another Forum

- Suggests that the resolution's content exceeds the mandate of the current committee and should be addressed elsewhere.
- Is not debatable – voting to take place immediately.
- Requires a simple majority.
- Generally discouraged unless tactically necessary.

Motion to Withdraw a Resolution

- Can be raised at any time before voting, provided that all submitters unanimously agree.
- Is not debatable – to be decided between the submitters.
- Requires Chair review and approval.

Motion to Extend Debate Time

- Requests more time for discussion on a resolution or amendment.
- Is debatable – requires a seconded.
- Requires a simple majority, unless otherwise ruled by the Chair.
- Entertained at the Chair's discretion.

Motion to Extend Points of Information

- Requests additional Points of Information (POIs) for a speaker.
- Cannot interrupt a speaker.
- Objections may be considered.
- Is not debatable – ultimately subject to Chair discretion.

Motion to Follow Up

- Allows a delegate to ask one additional question after a Point of Information.
- Cannot interrupt a speaker.
- Only the delegate being questioned may object if the follow-up is irrelevant or repetitive.
- The Chair decides whether to sustain or overrule the objection.

Right of Reply

- May be requested when a delegate or country is directly mentioned and wishes to clarify or correct misrepresentations.
- Cannot interrupt a speaker.
- Must be factual and concise.
- There is no right to reply to a reply.

Objection to the Consideration

- Raised when a delegate believes a resolution, amendment, or motion should not be debated due to issues of relevance, sovereignty, or strategy.
- Requires a one-minute speech from the objecting delegate and a right of reply from the proposer.
- The Chair may sustain the objection if tactically justified.
- Is not debatable – voting to take place immediately.
- Requires a two-thirds majority to pass; abstentions are out of order.
- If passed, the item is dismissed and may not be reconsidered.

Notes:

- In most cases, the entertainment of motions depends on the chairs' discretion. If the delegates object to the chair's appeal or decision, the chair should rule the motion out of order and then the chair must give a brief statement as to why he is not entertaining that particular motion. There should be a clear reason made by the chair.

- If a second was required for a motion and there was none to be found, the motion automatically fails and the next motion was entertained if any were on the floor.

- If a second was found and no objection was to be found, the motion passes automatically.

- If a second and an objection were found, voting takes place.

- The chair should always clarify and repeat the motion that is called upon by the delegate in case some of the delegates are not able to understand. The chair is expected to listen to every motion.

V.VIII | The Use of "Overruled" and "Entertain/Sustain"

Also known as "Denied" or "Granted" in some other conferences, AQMUN strictly uses the terms "Overruled," "Sustained," and "Entertained" when referring to decisions on points and motions. The use of informal alternatives such as "Granted" or "Denied" is prohibited at AQMUN, as they are not considered procedurally appropriate or professional within the framework of the conference.

Student Officers must use:

- "Overruled" instead of "Denied"
- "Sustained" or "Entertained" instead of "Granted"

The terms "sustain" and "entertain" are not interchangeable and must be applied correctly depending on the procedural context. Below is a general guide to when each term is typically used:

- Sustained: Used when a point (except point of information) raised by a delegate is accepted and considered valid. Example: "The point of order is sustained."

- Entertained: Used when a motion or point of information is formally accepted for consideration by the Chair. Example: "Due to an overwhelming majority of votes for, this motion is entertained."

- Not Be Entertained: Used when a motion is formally not taken into consideration due to a reason stated by the chair or failure to adhere to a specific number of votes for.
  Examples: "Due to an overwhelming majority of votes against, the motion will not be entertained."

- Overruled: Used when a point is rejected or found invalid.
  Examples: "The point of order is overruled."

Please note that student officers must include a reason for the overrule, otherwise the overrule will be considered as prejudiced.

V.IX | Delegate Conduct and Speaking Protocol

Delegates at AQMUN are expected to uphold formal conduct and diplomatic decorum at all times when engaging in debate. The following behavioral standards apply uniformly across all committees:

- Delegates must stand when recognized by the Chairing Panel and remain standing while delivering their speech or engaging in a Point of Information. If a delegate is posing a question, they are to remain standing until the respondent has finished their answer.

- When speaking, delegates must always use third-person language and avoid personal pronouns. Terms such as “I,” “you,” “he,” or “she” are to be replaced with formal alternatives such as “this delegate,” “the delegate of [Country],” or the country name directly. This maintains impartiality and emphasizes the representational nature of the simulation.

- In accordance with AQMUN’s formal attire policy, male delegates are required to wear a blazer and tie when speaking or taking the podium. Female delegates are not expected to follow the same requirement, but must still adhere to the professional dress code outlined in Chapter IV. If a dress code issue arises, the Chair must immediately refer the matter to a member of the Leadership Team or Conference Office. Chairs are not authorized to make disciplinary decisions or impose consequences related to attire.

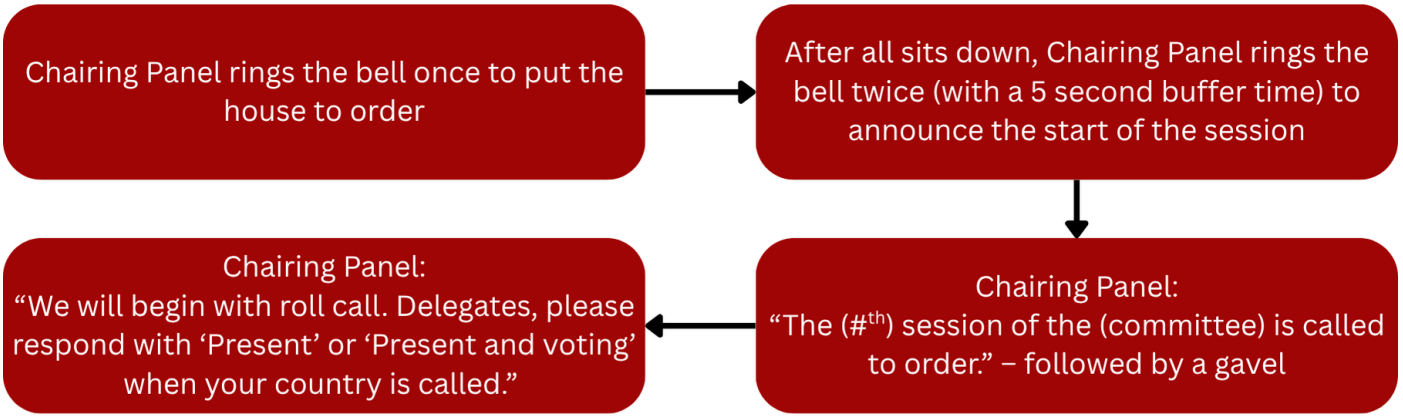
- Delegates must treat all participants with respect and professionalism. Any form of verbal or physical misconduct, including disrespectful gestures, confrontational language, or interruptions, is strictly prohibited and may result in disciplinary action by the Secretariat.

- At the conclusion of every speech or upon instruction from the Chair, delegates must yield the floor appropriately, signaling that they have finished their intervention in debate.

Chapter VI | Procedural Flow

VI.I | Opening the Session

At the very beginning of any session, the following procedure should be followed:



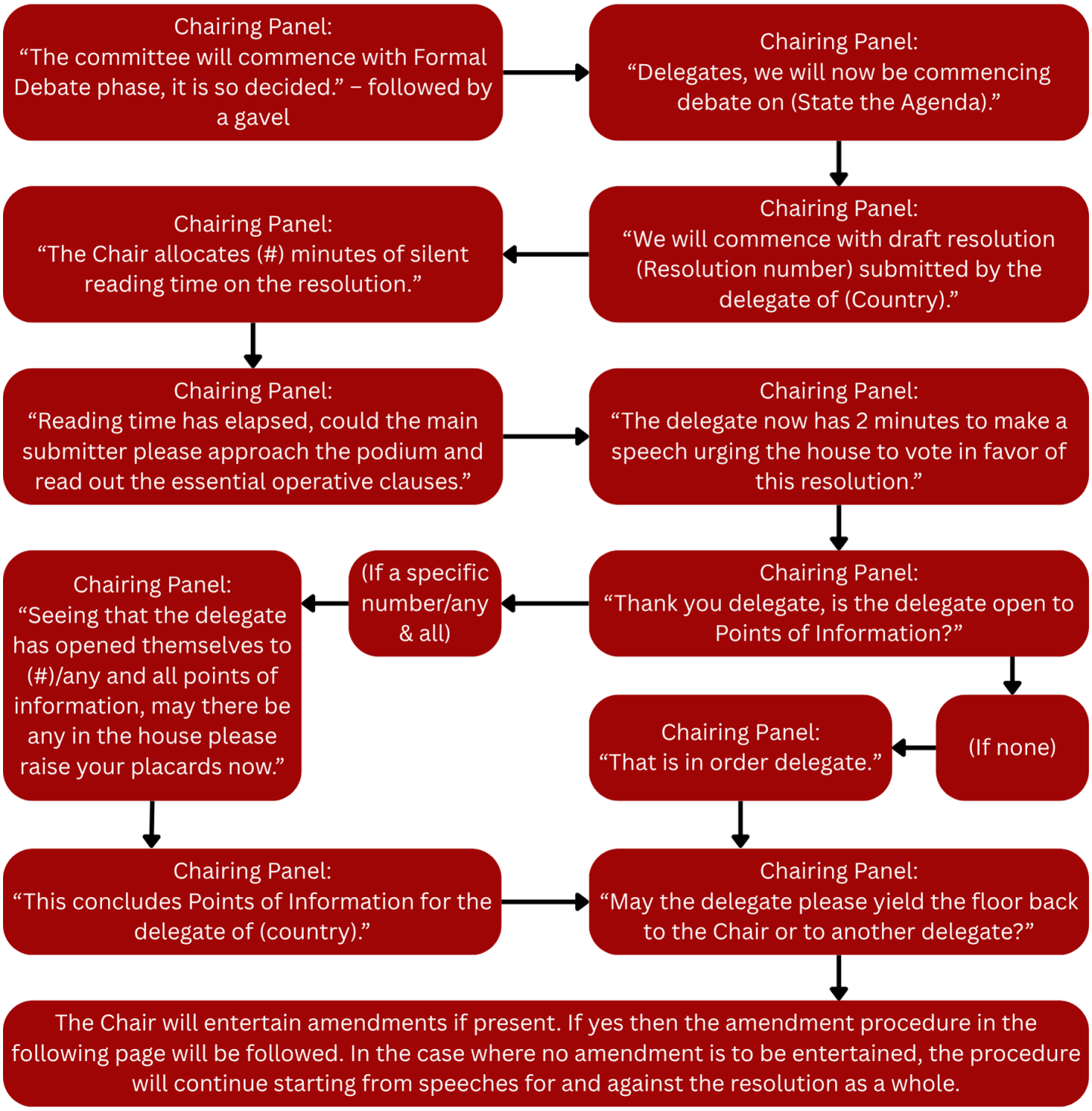
Notes:

- All delegates are expected to respond to the bell sound for the first time as soon as possible and sit down quietly.
- The Chair will ring the bell for the second interval after all the committee has adhered to decorum.
- The Chairing Panel will not shout at delegates to pay attention to rules and updates, all delegates are expected to meet the code of conduct.
- The gavel may not be used under any circumstance by a delegate or a member outside of the Student Officer team.
- Chairing Panel members may update the committee on any news if applicable after Roll Call elapses.
- When the bell rings for the second interval, the doors will shut. No delegate will be allowed in or out until after the Roll Call in the case of personal privilege.

VI.II | Prehand Debate Phase

VI.III | Lobbying and Merging Phase

VI.IV | Formal Debate Phase – Open Debate



VI.V | Amendments – Closed Debate

Notes:

- Entertaining amendments is subject to the discretion by the chair in regards to priority, strength and/or time constraints.
- If more amendments arise, then the amendment procedure in the previous page will be followed from the beginning.
- Amendments to the second degree are only to be submitted before the speeches for and against the amendment commence.
- In the case where a second degree amendment was submitted, the debate on the first amendment is paused and the second degree amendment is entertained. The second degree amendment follows the same debate flow as a normal amendment.
- If a second degree amendment passes, the original amendment is changed in accordance to the passed second degree amendment.
- After all entertained amendments elapse and are voted upon, the committee goes back to debate on the draft resolution as a whole with the edited passed amendments.
- In the voting procedure for amendments, abstensions are out of order. All delegates are expected to vote upon the amendments.
- After all amendments elapse, the committee continues back to debate on the draft resolution as a whole continuing from speeches for and against the resolution.

VI.VI | Previous Question – Closed Debate

Chairing Panel:
"We will now move into voting procedure regarding the amendment submitted by the delegate of (Country)."

→

Chairing Panel:
"Any delegates wishing to vote in favor of this amendment please raise your placards now."

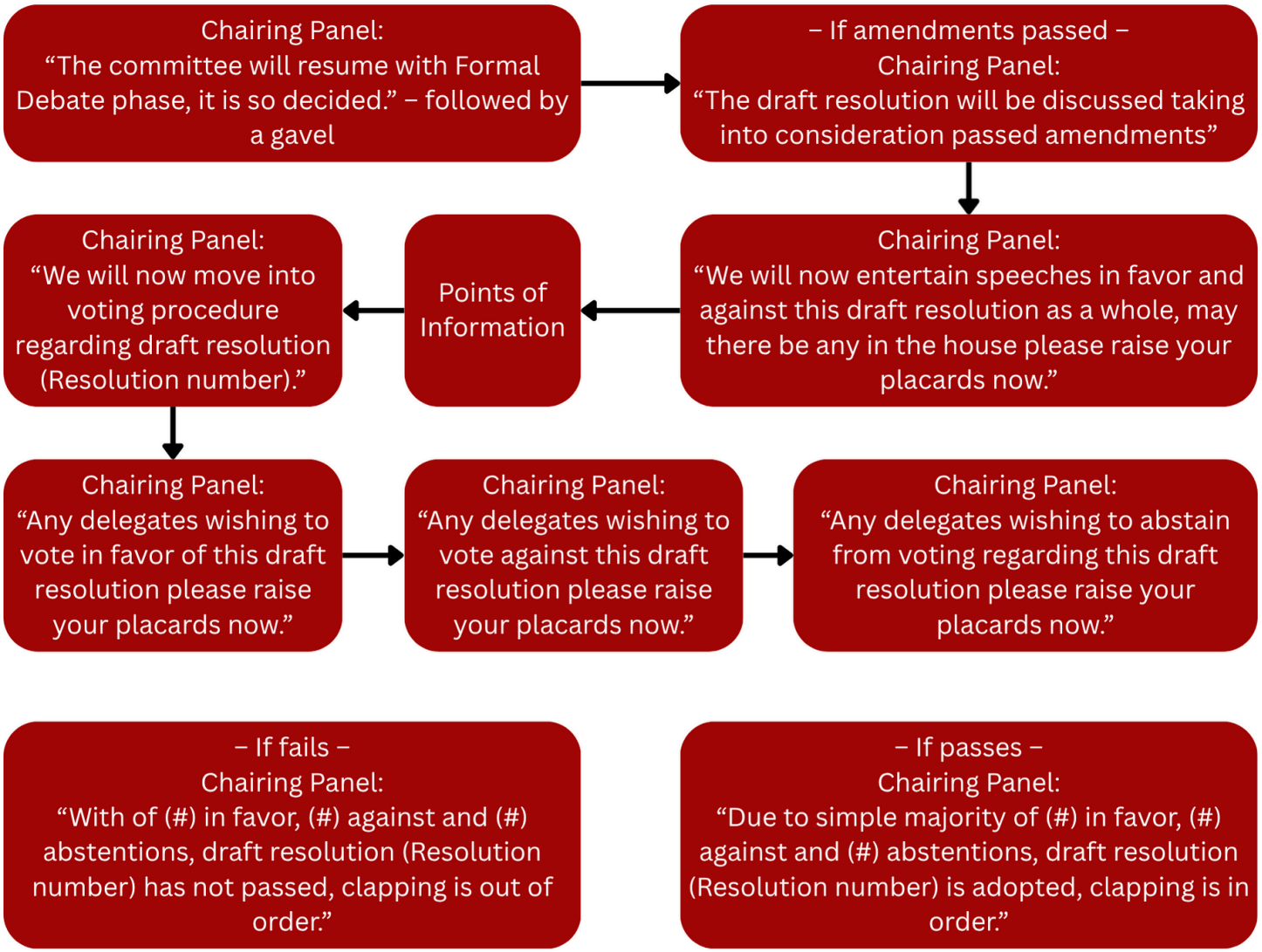
→

Chairing Panel:
"Any delegates wishing to vote against this amendment please raise your placards now."

– If fails –
Chairing Panel:
"With of (#) in favor and (#) against, the amendment is rejected and will not be incorporated into the resolution."

– If passes –
Chairing Panel:
"Due to simple majority of (#) in favor and (#) against, the amendment is adopted will be incorporated into the resolution, clapping is in order"

VI.VII | Previous Question – Open Debate



Chapter VII | Procedural Structure

VII.I | Lobbying and Merging

On the first day of AQMUN, forums begin with informal negotiations during the Lobbying and Merging phase. This period allows delegates to form coalitions, draft and revise resolutions, and reach diplomatic consensus prior to formal debate. During this time, delegates are expected to:

- Collaborate with aligned delegations to form working blocs.
- Combine or amend pre-written draft resolutions.
- Select a main submitter and co-submitters for each draft.
- Resolve internal disagreements to ensure unity within the bloc.
- Involve all delegates in meaningful drafting processes.

Chairs' responsibilities during Lobbying and Merging include:

- Supervising groups to ensure fair participation and diplomatic conduct.
- Responding to delegate inquiries and clarifying procedural concerns.
- Reviewing drafts for structure, grammar, and accuracy.
- Identifying and addressing instances of plagiarism.
- Offering suggestions to improve clause quality and coherence.
- Ensuring abbreviations are properly written (e.g., "United Nations (UN)" before using "UN").
- Confirming that the number of co-submitters meets the required minimum.
- Referring completed drafts to the Approval Panel for official validation.

Note: Chairs are strictly prohibited from writing content on behalf of delegates. Their role is to guide, not participate in, resolution authorship.

VII.II | Opening Speeches

At the beginning of the second day, all delegates deliver a one to two-minute opening speech before the start of formal debate. These speeches should:

- Introduce the delegate's represented country or entity.
- Outline breifly their stance on the agenda items.
- Emphasize expected outcomes and diplomatic priorities.

Opening speeches must be delivered in formal English (with exceptions for language-specific committees like the Arab League). During this time:

- Points of Information are not entertained.
- Delegates are called upon in alphabetical order by delegation name.

Ambassador-level delegates, where applicable, may deliver policy statements with Points of Information allowed at the chair's discretion after opening speeches.

VII.III | Debate in Standard Committees

Formal debate at AQMUN proceeds according to tailored AQMUN protocol and rules of procedure. The Chair announces the agenda and the introduction of Draft Resolution in accordance to Procedural Flow

Main Submitter Speech and POIs:

- The main submitter delivers a short advocacy speech.
- The Chair asks, "Is the delegate open to Points of Information?"
- If yes, POIs are accepted in order determined by the Chair.

General Debate:

- The floor is open to speeches for or against the resolution.
- Delegates may yield the floor, entertain POIs, or motion for procedural actions.

VII.IV | Voting Procedure in Standard Committees

Voting is conducted by a show of placards, as instructed by the Chair. If the vote count is close or not a full house, the voting procedure will be done through roll call sheet. No entry, exit, or note passing is allowed once voting begins.

VII.V | Debate and Procedure in the Security Council

The Security Council includes five permanent members (P5): China, France, Russia, the United Kingdom, and the United States. These countries possess veto power. A resolution passed by majority may still be blocked if a P5 nation vetoes. The Chair may exercise discretion regarding whether a veto will be entertained.

Chapter VIII | Key for Debate

VIII.I | Amendments

Amendments in AQMUN are formal proposals by delegates to alter, remove, or add content to an operative clause within a draft resolution. There are two degrees of amendments:

- First-degree amendments are changes made directly to the draft resolution. These may include modifying specific wording, adding new clauses, or deleting existing ones. They must be submitted in writing to the chairing panel and will be debated upon at the discretion of the chair.
- Second-degree amendments are modifications to an already proposed first-degree amendment. They are entertained during the amendment debate only. Once passed, a first-degree amendment may not be amended again.
- Third-degree amendments are not permitted at AQMUN under any circumstance.
- Chairs must ensure amendment debates are efficient and substantive. Excessive or repetitive second-degree amendments may be ruled out of order.

VIII.II | Funding

AQMUN discourages debates that center excessively on financial specifics. Delegates should assume that appropriate funding mechanisms will be found, and should not include fixed monetary values or specific funding sources within resolutions. For example, language such as:

- “Asks the IMF to fund $10,000,000 for…” or
- “Requests the World Bank to provide $5,000,000 through a particular fund…”

is considered out of order.

In ECOSOC, where economic discussions are central, funding concerns may be raised in broad terms (e.g., "calls upon financial institutions to support the proposed initiatives"). Technical and excessive financial detail may be included. If funding debates derail the main topic, chairs must intervene and steer discourse back to core issues.

VIII.III | Plenary Session

The Plenary Session at AQMUN is a closing assembly where the General Assembly convenes to vote on draft resolutions passed in subordinate GA committees. This session is chaired by the President of the General Assembly and follows standard AQMUN Rules of Procedure.

- The session may open once at least one-third of the General Assembly member states are present.
- A two-thirds majority is required to adopt any resolution.
- No amendments are permitted during the plenary session.
- Each delegation may cast one vote only: in favor, against, or abstention.
- Resolutions debated in the plenary must have been submitted through formal reporting from subordinate committees. The GA shall not act on items lacking committee review, unless a procedural decision is made to do so.

Chairs of subordinate GA committees are expected to escort their delegates to the Plenary and support the President in administrative and procedural matters throughout the session.

The Plenary serves as a symbolic culmination of the work completed in GA forums, reflecting consensus-building at a global scale.

Official Closing Statement

This Procedure Handbook is issued as the official reference for all academic and procedural matters concerning the Amman-Al Quds Model United Nations and its affiliated conferences. It reflects the unified procedural framework adopted by AQMUN for the administration of its events and is intended to be read, upheld, and implemented by all participants and conference organizers.

The AQMUN Procedure represents a formal commitment to excellence in Model United Nations simulation. Its contents are designed to provide structure, ensure transparency, and uphold the academic integrity of every delegate, chair, and department involved. No section of this document may be amended or disregarded without the express approval of the AQMUN Association's Board of Directors.

Issued and adopted by the Amman-Al Quds Model United Nations Association.
The 25th of June, 2025.